



**East Tennessee Human Resource Agency,
Inc.**

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Workforce Development
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Oneida Special School District
Ann Sexton
P.O. Box 4819
Oneida, TN 37841

June 15, 2012

Dear Ann,

This letter is to inform you that with the end of June quickly approaching our current contract with SCSEP (Title V) is expiring and starting July 1, 2012 a new contract becomes effective. This year's contract is similar to last year's with us losing just one spot from the previous year. As with previous contracts we are required to renew our "Host Agency Agreements" on an annual basis. In an effort to maintain these documents and keep them current, we have decided to have all our "Host Agency Agreement's" expire on June 30th and renew on July 1st. Therefore, even those of you who have just recently signed agreements will have to do so again by completing the enclosed updated Host Agency Agreement.

Sorry for any inconvenience but this is a requirement and we must have these completed and returned by July 15, 2011. Failure to do so could result in falling out of compliance, resulting in the Host Agency no longer being able to participate in the Title V Program. Please contact me immediately, if you are aware of any problems or issues that would keep you from completing this document by the July 15, 2011 date. I have also enclosed a stamped self addressed envelope for expediting.

I want to take this time to once again thank you for continued support and cooperation of the Title V Program.

Sincerely,

Gary D. Johnson
Title V Coordinator

Host Agency Agreement

As part of the Senior Community Service Employment Program, operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by _____ governmental agency or a non-profit agency designated under Section 501 (c) (3) of the Internal Revenue Code, (hereinafter referred to as the Host Agency), and **ETHRA – Workforce Development**. The intent of this agreement is to furnish useful community service assignments for low-income mature workers, in order to increase their skills and assist transition to permanent employment.

The Host Agency agrees:

- To provide a safe and healthful work site, adequate orientation and training, additional training as needed, and to treat each enrollee as a valued worker in the Host Agency.
- To assist the Sponsor agency in placing one enrollee per year in a job off of the program; and, to consider enrollees for regular employment on its staff when vacancies occur or when new positions are created;
- Should the Host Agency not hire an enrollee that has been training at their location for more than one year, the Sponsor Agency could decide to place that enrollee with a new Host Agency
- This Host Agency Agreement is valid for one year and must be renewed annually. Should the Host Agency not offer an enrollee regular employment during the term of this agreement, the Sponsor Agency can choose not to renew the Host Agency Agreement with Host Agency.
- To abide by mutually agreed to work schedules, documented by properly prepared time sheets and periodic performance evaluations. Enrollees are required to attend periodic meetings during regular working hours, and the Host Agency recognizes that they will be unavailable for work during these times.
- To ensure that each enrollee's assignment does not displace currently employed or laid-off workers, replace others working in assisted programs, or reduce regular hours work, wages, or benefits.
- Not to discriminate against an enrollee because of race, color, religion, sex, national origin, or disability.
- To send a representative to a group meeting of host agency supervisors. Group meetings of host agency supervisors or designated representatives will be held annually to acquaint all concerned with the SCSEP goals and objectives;
- That no other national Title V project sponsor will be provided a work site while this Agreement is in effect; and,
- To inform the Sponsor Agency immediately if it's Section 501 (c) (3) certification is changed.

The SCSEP Project Agency agrees:

- To recruit, enroll, and assign a participant to the Host Agency for the purpose of engaging in productive community service employment with duties and tasks as specified in a written community service assignment description.
- To be responsible for all administrative and fiscal controls and for paying wages and providing fringe benefits to each enrollee.

The SCSEP Project reserves the right to reassign any enrollee whenever reassignment will increase opportunities for training or unsubsidized employment, will serve the best interests of the enrollee, or will better support the goals and objectives of the program. This Agreement may be amended by written mutual agreement.

This Agreement is in effect from July 1, 2011 to June 30, 2012.

SIGNED-HOST AGENCY

HOST AGENCY: Oneida Special School
NAME/SIGNATURE: Aun Sexton
TITLE: Director
DATE: 6/18/2012

SIGNED-TITLE V, SCSEP

PROJECT SPONSOR: ETHRA - WORKFORCE DEVELOPMENT
NAME/SIGNATURE: _____
TITLE: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM COORDINATOR
DATE: _____

Definition of Host Agency Status

This host agency is a government agency.
 This host agency is a certified non-profit agency under Section 501 (c)(3) of the U.S. Internal Revenue Code.

Funding Sources

Please indicate what percentage of the agency's funding is:

Federal Gov't: ___% State Gov't: ___% Local Gov't: ___% Private Sector: ___%

_____ 501 (c)(3) documentation is attached.
_____ 501 (c)(3) documentation is on file with the sponsor.